



STATE
OF
GEORGIA

Application for
RECORDS DISPOSITION STANDARD

OFFICE OF SECRETARY OF STATE
DEPARTMENT OF ARCHIVES & HISTORY
RECORDS MANAGEMENT DIVISION

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1. Application Date 5/11/73	INSTRUCTIONS: See separate instructions for completion of front and reverse of this form. Sign original and two copies and forward to Department of Archives and History, Attention: Records Management Officer.	FOR RECORDS MANAGEMENT DIVISION USE	
2. Agency Application No. 73-33		Date Received JUN 22 1973	Application No. 73-437
3. AGENCY, Division, Subdivision & Administering Office Address Georgia Department of Public Safety Uniform Division, Driver Services Section Safety Responsibility Unit P.O. Box 1456, Atlanta, Georgia		4. Person to Contact Jean Fletcher 98	Date Completed JUN 28 1973
		5. Working Title Supervisor	6. Tel. No. 6098

7. ACTION REQUESTED

- ☒ ESTABLISH DISPOSITION STANDARD;
RECORD WILL CONTINUE TO ACCUMULATE. ☐ DISPOSE OF PRESENT ACCUMULATION;
NO FURTHER ACCUMULATION ANTICIPATED.

8. Earliest & Latest Dates of Series	9. Exact Series Title Accident-case Status Fee File
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10. What is the function of the office in which this record series is created?
The Uniform Division is responsible for the patrol of streets and highways of this state to insure the safety of lives, injuries, and property, to investigate motor vehicle accidents, to be available for civil disorders or natural disasters, licensing of citizens to operate motor vehicles, suspension or revocation of license, accident investigation and computation of related statistics, requires un-insured motorists to show financial responsibilities upon being involved in an accident. Supervises motor vehicle inspection records and distribution of motor vehicle inspection stickers and other documents and insure the safety of the Governor of the State of Georgia and his family.

11. This file contains the following documents (include form numbers and titles, if any, and file arrangement).

Documents relating to collections generally from insurance companies that pay to acquire status of a claim filed in an accident case.
File arranged chronologically.

ATTACH SAMPLES OF THE FILE

12. EQUIPMENT OCCUPIED	No. of Drawers	Cu. Ft. of Records	ANNUAL RATE OF ACCUMULATION	No. of Drawers	Cu. Ft. of Records
Letter-size File Drawers	1/2	.75		1/2	.75
Legal-size File Drawers			Floor Space Occupied (Square Feet)	In Office(s)	In Storage Area(s)
				6 ft.	
			AVERAGE DAILY REFERENCES	This Year's	Last Year's
				1 or 2 tms.	seldom
					Preceding Year's
					All Prior Years

QUESTIONNAIRE

Place an "x" in the proper column. If answer is "YES," please explain.

YES NO

13. Is this the Record Copy of the series? Record copy designated Treasury office copy. ☐ YES ☒ NO
14. Is there a duplication of this series in another office or agency? ☒ YES ☐ NO
In Treasury office.
15. Is the information contained in this series ever summarized or published? ☒ YES ☐ NO
Attach copy of summary or publication. In Accounting records & annual report also
16. Does the series contain classified information requiring security handling? ☐ YES ☒ NO
monthly recap to DOAS
17. Does the series initiate, amend or terminate agency policies and procedures? ☐ YES ☒ NO
18. Could the function be performed if the files were lost or destroyed? ☒ YES ☐ NO
19. Is the series (or major portion of it) regularly microfilmed? If yes, why? ☐ YES ☒ NO
20. Does the record series provide data as input to an EDP file? Fiscal Info. ☒ YES ☐ NO
21. Does the record series contain documentation produced as EDP printout? ☒ YES ☐ NO
Revenue's Report.
22. Has the Federal Government issued instructions governing the retention/disposition of these files? ☐ YES ☒ NO
23. Will there be a need for these records 10, 15 years from now? If yes, what? ☐ YES ☒ NO

24. REQUIREMENTS. The following requires the files to be kept 2 years:

- a. ☐ STATE LAW b. ☐ STATUTE OF LIMITATION c. ☒ AUDIT PERIOD d. ☐ FEDERAL LAW e. ☒ ADMINISTRATIVE DECISION f. ☐ HISTORICAL VALUE
(Cite Law, Statute, or other reason for the retention requirement)

Series supports fiscal function therefore is needed to clear audit in Treasurer's Office.

25. AGENCY RECOMMENDATIONS. This agency recommends that the file series be cut off at the end of each - ☐ CALENDAR YEAR - ☒ FISCAL YEAR - ☐ OTHER _____, then:

- ☐ Hold in the current files area _____ month(s)/_____ year(s):
- ☐ Transfer to ☐ State Records Center ☐ Local Holding Area; hold _____ year(s):
- ☐ Destroy.
- ☐ Transfer to State Archives for permanent retention.
- ☐ Destroy immediately after cut-off.
- ☒ Other: (Specify) See attached sheet.


(Indicate briefly rationale for recommendations above/or write additional remarks):

Records Management Officer (Signature) <i>Chia L. S. Wilson</i>	Date <i>6-19-73</i>	OTHER REQUIRED SIGNATURES	DATE
26. Recommendations in paragraph 25 are:	Agency Head/Designee <input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	<i>Ray B. ...</i>	<i>6-20-73</i>
	State Auditor/Designee <input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	<i>William M. ...</i>	<i>6-26-73</i>
	Secretary of State/Designee <input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	<i>Carroll ...</i>	<i>6-22-73</i>
	Attorney General/Designee <input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	<i>John P. ...</i>	<i>6-26-73</i>

STATE RECORDS
COMMITTEE

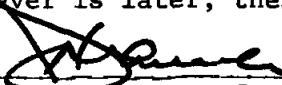
Treasurer's Office Copy: Cut off each FY; hold in CFA 1 year or until state audit has been completed, whichever is later; transfer to SRC, hold 1 year; then destroy.

(X) Concur () Nonconcur


Treasurer's Signature

Safety Responsibility Copy: Cut off FY; hold in CFA 1 year or until state audit is completed, whichever is later; then destroy.

(X) Concur () Nonconcur


Director, Driver Services Section